



Job Announcement

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Opening Date:	June 19, 2014	Closing Date:	July 3, 2014
Job Title:	District Court Clerk I/II - Cashier	Position Type:	Regular Full Time
PIN:	000633	FLSA Status:	Non-Exempt
Location:	District 8, Baltimore County Towson, Maryland	Grade/ Entry Salary:	Level I - J05 \$28,404 - \$33,616 Level II - J06 \$30,157 - \$35,732
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential functions: Work involves specialized clerical work and cashiering functions involving court proceedings. Provides information and assistance to attorneys and the general public. Operates the cash register to identify and validate all monies received in sufficient detail on the documents for which payment is received. Closes out and balances cash registers at the end of the day and prepares bank statements. Prints and verifies cash register reports daily. Receives, opens, sorts, time stamps and distributes mail to the appropriate section of the court. Performs other clerical duties or complete special assignments as assigned.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Preferred: Cashiering experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Ability to learn and utilize standard legal forms and documents used in the Maryland District Courts. Knowledge of modern office practices, procedures and equipment. Ability to operate a personal computer, cash register, copier, and postage machine. Knowledge of basic arithmetic and to make accurate calculations. Knowledge of basic English grammar with the ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted). Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The candidate selected for this position will be subject to a background check, and a completed application is due at the time of interview. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.